

**GLASTONBURY TOWN COUNCIL AGENDA
TUESDAY, JANUARY 23, 2018 – REGULAR MEETING
7:00 P.M. – COUNCIL CHAMBERS, TOWN HALL
2155 MAIN STREET, GLASTONBURY**

Council Members: Thomas P. Gullotta, Chairman; Jill Barry, Vice Chairman; Lawrence Niland; Dr. Stewart Beckett III; Deborah A. Carroll; Kurt P. Cavanaugh; Mary LaChance; George P. Norman; Whit Osgood

1. Roll Call.
 - (a) Pledge of Allegiance.
2. Public Comment.
3. Special Reports.
4. Old Business.
5. New Business.
 - (a) Action on 2019-2023 Capital Improvement Projects – preliminary priorities for July 2018 funding (refer to Board of Finance).
 - (b) Action on proposed land acquisition (refer to Town Plan & Zoning Commission and Board of Finance; set public hearing).
6. Consent Calendar.
7. Town Manager's Report.
8. Committee Reports.
 - (a) Chairman's Report.
 - (b) MDC.
 - (c) CRCOG.
9. Communications.
10.
 - (a) Minutes of January 9, 2018 Regular Meeting.
11. Appointments and Resignations.
 - (a) Appointment of Nancy Thomas to the Ethics Commission (alternate member) (R-2021).
 - (b) Appointment of Forbes S. Warren to the Board of Assessment Appeals to fill the unexpired term of George Norman (R-2019).
12. Executive Session.
 - (a) Potential land acquisition.



Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500
FAX (860) 652-7505

Richard J. Johnson
Town Manager

ITEM #5(A)
01-23-2018 Meeting

January 19, 2018

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Capital Improvement Program

Dear Council Members:

This topic involves initial Council action on the 2019-2023 Capital Program, and most particularly projects recommended for July 1, 2018 funding. As a follow up to the annual CIP Workshop, Council typically reviews the projects recommended for July 1st funding and forwards the Program to the Board of Finance for review and comment.

Several comments to follow up the workshop meeting are as follows:

Main Street Sidewalk

This is the project to construct sidewalks between Mallard Drive and Stockade Road to complete the sidewalk connection north and south along Main Street. A budget of \$750,000 is estimated. Design and permitting can proceed over the next year with construction funding effective July, 2019 and 2020. There is currently a \$37,000 +/- available balance in the sidewalk project account. These funds can be allocated to the Main Street project or for the Cooper Drive project discussed Tuesday evening. The Cooper Drive project is estimated at \$70,000.

Grange Pool

The feasibility analysis including potential sites will be presented to Council in February.

GHS Field House

Design options will be evaluated including a further review of a potential pre-engineered structure.

The following is provided for Council consideration:

"BE IT RESOLVED, that the Glastonbury Town Council hereby refers the 2019-2023 Capital Improvement Program to the Board of Finance for a funding report and recommendation, including the following preliminary project recommendations for fiscal year 2018-2019."

Note: The Council typically introduces the preceding resolution based on projects recommended by the Town Manager. The motion can then be amended as applicable based on Tuesday evening's discussion. Action on Tuesday evening does not commit the Council to a specific final action but begins the formal review process.

The Council will consider Capital projects and funding at meetings in February and March leading up to action at the Final Budget Hearing scheduled for late March.

Additional information can be provided as may be requested.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal



Town of Glastonbury

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Richard J. Johnson
Town Manager

January 12, 2018

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Capital Improvement Program

Dear Council Members:

With this letter, I am pleased to forward the Capital Improvement Program (CIP) for the 5 years 2019-2023 including projects recommended effective July 2018. The information and proposals outlined herein will be presented at the Thursday, January 18, 2018 CIP workshop and reviewed throughout the upcoming budget process.

Capital Project Categories

As described in prior years, Capital Projects are generally grouped under the 3 categories noted below.

- Care and Maintenance of current Infrastructure and Major Equipment.
- Projects and Initiatives Funded in Prior years with ongoing support.
- New Projects and Proposals generally not previously reviewed.

Other projects, comments and considerations are also presented for discussion. These are typically not recommended for funding over the near term but warrant review and discussion.

Historic allocation of Capital Reserve funding is highlighted below. For fiscal years 2015 through 2018, over 90% of capital investment supports care and maintenance and ongoing initiatives. For FY 2019 this focus continues.

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Infrastructure and Major Equipment	42.70%	56.47%	87.56%	64.98%	64.2%
Ongoing Projects & Initiatives*	53.69%	34.96%	8.74%	32.14%	33.3%
New Projects/Proposals	3.61%	8.57%	3.70%	2.88%	2.5%

*This category is influenced by large grant funded projects. For example bridge reconstruction, intersection realignment and park improvements. The percent allocation is pre-grant offset.

Project Recommendations

A 2 page summary is provided as Attachment A. A more detailed discussion follows.

INFRASTRUCTURE AND MAJOR EQUIPMENT CARE AND MAINTENANCE

Physical Services

<u>Road Overlay</u>	\$1,400,000	Page 15
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Historically, the Town's annual Road Paving Program is funded through a combination of Capital Reserve monies and the yearly State Town Aid Road Grant. For the current year, a \$900,000 Town investment and \$461,000 Town Aid Grant, for a total of \$1.36 million. For FY 2019, a \$1.4 million appropriation is recommended. Currently, the Town Aid Grant appears in jeopardy for the coming year. Accordingly, the proposal to increase Town funding to compensate for this \$461,000 potential grant loss. Should the Town Aid Grant be sustained over coming months, the \$1.4 million can be adjusted. Before recent news on the uncertainty of Town Aid funding, a \$950,000 Town appropriation was planned. Proactive road maintenance reduces future, more costly road reconstruction.

<u>Bridge Replacement</u>	\$350,000	Page 17
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Reconstruction of the Eastern Boulevard Bridge is complete with the next project involving the Fisher Hill Road Bridge. A Federal/Local Bridge Program grant is approved for both projects to reimburse 80% of project costs (design, construction and construction administration). State DOT has identified both bridges with an overall condition rating of "poor." A \$1.8 million construction budget is estimated for the Fisher Hill Road project. Work is planned for 2019. A \$350,000 appropriation will fund construction start in spring 2019 to be supplemented by the balance of funding July 2019.

<u>Parking and Access Drives</u>	\$200,000	Page 20
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This annual appropriation supports repaving at Town and School facilities. Near term projects include Police Department, Fire Company #3, Library, Addison Park, Gideon Welles House, and selected schools.

<u>Highway Division – Heavy Equipment</u>	\$70,000	Page 18
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A new paving box for Highway Division operations was funded and in service this year. This replaced equipment dating back to 1985. The paving box is used extensively for Highway Division work including road patching, shimming, new parking lots, etc. For the coming year, the Department Skid Loader is scheduled for replacement. This is a workhorse unit assigned to a wide variety of projects. The \$70,000 will supplement \$30,000 now available from recent purchase of heavy equipment below budget.

Public Safety

<u>Fire Companies and Training Facility</u>	200,000	Page 9
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The Town's 4 fire stations and training facility are aging and in need of maintenance, code compliance, and general updates and repairs. This is the first phase of a 2+ year project to complete proposed work at each location. A 2 year investment of \$350,000-\$400,000 is anticipated.

<u>Police Department – Restrooms & Lockers</u>	\$40,000	Page N/A
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Capital investments have funded updates to restrooms and locker rooms at the Police facility. This is the final phase to complete the locker/restroom projects. Over coming months, the original windows, now approaching 60 years of age, will be replaced with new energy efficient units.

Education

GHS Parking and Access Drives

\$365,000

Page 62

This is the first phase in a 4 to 5 year project to resurface parking and access drives at GHS. A total budget of \$900,000± is estimated. The central access drive from Hubbard Street and large rear parking area is proposed for 2018. Parking and access drives on the east and west areas of the campus to follow.

Note: Given the scope of GHS paving, a separate project account is proposed.

Gideon Welles School (GWS) – Heating & Cooling

\$850,000

Page 60

As outlined below, there are a number of proposed improvements at Gideon Welles involving heating and cooling systems. Given preliminary project estimates, a multi-year project is envisioned. The funds proposed for July 1st allow for analysis of options for heating and cooling, final design and specifications for the selected option, and construction start in spring 2019 supplemented in future budget years. Current thinking is to replace the heating/fan coil units and install ductless split system air-conditioning. However, the cost/benefit of other options should be considered. The ductless system is now installed in several classrooms at GWS.

The schedule for a multi-phase project is generally outlined as follows. The Board of Education has cited the heating/air-conditioning project as a high priority.

July 1, 2018

- Analysis of options and costs for heating and cooling.
- Final design for selected option.
- Construction start spring 2019 – heating and cooling.

July 1, 2019

- Continued construction – heating and cooling.

July 1, 2020

- Boiler and controls.

A new boiler at GWS is estimated at \$1.1 million (boiler, controls, abatement). The boiler is 50± years old. This project is forecast for year 2020+.

Note: The preceding combines care and maintenance (heating) with a new project (air conditioning) for Gideon Welles School.

GHS Kitchen

\$250,000

Page 67

A feasibility analysis for code compliance is complete for the kitchen at GHS. For July 1st, work to confirm project scope and cost estimates is suggested. Based on a confirmed scope, final design would proceed with construction in 2019 subject to the balance of funding.

The Board of Education identified this project as a high priority.

GHS Field House

\$80,000

Page 71

A feasibility analysis for additions and renovations to the locker room structure located near the GHS complex is complete. The feasibility analysis identified order of magnitude cost estimates as follows:

- Reconfigured and renovated locker rooms with additional space \$2± million
- Weight room addition to locker room building \$800,000±

The locker room facility is generally unchanged since originally constructed in 1970+. Over the past 45+ years, the scope of teams using the structure has changed significantly. The weight training facility is now planned for Eastbury School. The Board of Education is proposing \$175,000 for design work. This implies final design and specifications. Given the priorities for GWS (heating/a-c) and GHS (kitchen), it does not appear reasonable to also fund a \$2 million project for the locker facility in 2019. Accordingly, the proposal for July 2018 updates the scope and cost estimates and provides final design and specifications, as applicable. This will allow for construction funding in 2019 and 2020, for construction in spring/summer 2020.

School Roofs

\$50,000

Page 61

A \$175,000 appropriation is proposed by Education for a life cycle evaluation of school roofs. A \$50,000 allocation is proposed to develop a specific schedule with cost estimate. A significant multi-year investment is anticipated.

The preceding projects present a large allocation of cash resources to Education infrastructure over the next several years. A possible bundling of code and required building updates to a bond issue has been discussed in prior years. To date, use of cash resources is favored over bonding.

Parks & Recreation

Park Maintenance Facility

\$150,000

Page 33

This is the final phase of a multi-year project to renovate/reconfigure the Parks Maintenance Garage. The building was originally constructed in the 1960's with a small addition 34± years ago in 1984. Construction of a new 6-bay pre-engineered garage/storage building is complete and working well. Much has changed since the building was originally constructed in the 1960's and the addition/renovation project is supported by a number of factors.

Grange Pool

\$50,000

Page 36

Grange Pool originally opened in the early 1960's and has reached the end of its useful life. This is a popular summer destination with 7,000± visitors yearly. A feasibility analysis completed in 2016 confirms that while major repairs and upgrades are possible, significant funding would be invested in an outdated facility. The preferred concept is to identify a site and construct a new outdoor swimming facility. This will better serve the community over coming decades. A review of options developed in cooperation with Weston & Sampson is complete and will be presented in early 2018. The report evaluates several potential sites for a new outdoor swimming pool with order of magnitude cost estimating. Subject to location, a new pool facility could be complemented by playground equipment, open space area, pickle ball courts, etc. The \$50,000 proposed for the coming year supplements available funding for pre-referendum design and cost estimating.

JB Williams Park

\$40,000

Page 34

A Capital project account was established several years ago for improved public access to town open space areas. Through this funding and a \$250,000 State grant, public access improvements are in place at Blackledge Falls, Arbor Acres, Slocomb Mill, Longo Farm and Greyledge. The next project involves reconstruction of the parking area at JB Williams Park. This is a popular destination for informal use and reservations of the pavilion area. Annual revenues for reservations total \$17,500. For 2016-17, there were 384 permit uses including pre-school and summer camp programs. The \$40,000 will supplement current available funding for reconfiguration of the lot including paved surfaces, lighting, fencing, signage, etc.

Library

Welles Turner Library-Exterior Building Maintenance

\$90,000

Page 47

A multi-year process is underway to complete building exterior and system repairs and replacement at Welles Turner. New windows were recently installed to replace units dating back 64+ years. Future work includes rebuilding of chimneys, replacement of the 20± year old chiller unit, and potential repairs to the original slate roof. The funding proposed above is for the chimney work.

Refuse

Bulky Waste Scale

\$80,000

Page 48

The scale at the Bulky Waste Facility was installed in 1995 and has exceeded its 20± year useful life. The scale calibrates weight for the per ton charge for materials brought to this facility. A new scale with updated software is proposed. For the past 5 years, annual revenues from Bulky Waste operations average \$136,000.

Town Buildings – Roofs

\$150,000

Page 5

The tobacco barns located on town-owned property off Old Maids Lane require re-roofing. These barns support active agricultural use. A \$50,000 grant is pending with the Department of Agriculture to partially offset estimated costs. These structures were intentionally retained when Nayaug Elementary School was constructed to preserve the agricultural history of the Old Maids Lane area. This project reroofs the 2 largest structures with the smaller barn located in front of Nayaug School scheduled for 2019 or 2020. The smaller barn located in front of Nayaug School will be considered as an add-alternate should bid results allow for economy of scale to complete the work this year.

ONGOING PROJECTS AND INITIATIVES

Physical Services

Roundabout

\$565,000

Page 14

Construction of a modern roundabout at Hebron Avenue and House Street will proceed over the 2019 construction season. The \$565,000 proposed for July 1st supplements available funding for estimated project costs. All costs are 100% reimbursed through the Local Accident Reduction Program grant and \$275,000 contribution by the developer of The Glastonbury One residential project. There is no net cost for this appropriation.

Multi-Use Trail

\$125,000

Page 16

A State grant is approved to fully reimburse construction of the Multi-Use Trail between Western Boulevard and House Street. Design and permitting (state, federal, local) is in progress. Subject to the permitting process, construction will proceed in 2018 or 2019. The \$125,000 appropriation will supplement available Capital funding for estimated project costs. There is no net cost for this appropriation.

Sidewalk Construction

\$40,000

Page 22

Construction of new sidewalks was last funded through the FY 2017 Capital Program. A \$250,000 appropriation supported construction of new sidewalks as follows:

- Buttonball Lane - Stancliff to Route 17
- Main Street - From Hopewell Road southerly

- Addison Road - Norman Drive to Hebron Avenue

For the coming year, a minimum \$40,000 appropriation is recommended to combine with available sidewalk funding to replace deteriorating bituminous sidewalks along Cooper Drive. Bituminous sidewalks on both sides of Cooper Drive would be removed and replaced with concrete sidewalks on one side. Other potential sidewalk projects could be considered. Other potential sidewalk projects could be considered per the Sidewalk Matrix.

Education

Elementary School Air-Conditioning \$1,000,000 Page 59

A \$2 million General Fund Transfer & Appropriation is pending for the elementary school air-conditioning project. The \$2 million will supplement the previous \$600,000 allocation from the Capital Reserve/Unassigned Fund Balance. The proposal is to reimburse the General Fund over 2± years for the "off budget" transfer and appropriation.

Note: Subject to the 2018 construction season and receipt of approved grant monies, an additional transfer from the Capital Reserve Fund to the General Fund could be recommended over 2018-2019.

General Government

Document Management \$85,000 Page 2

This is the expected final phase of a multi-year process to fund a system-wide document management system. The competitive Request for Qualifications process is complete and contracts awarded for document management software and system-wide scanning. The scope of work and costs require a supplement to prior year funding. This is a system-wide priority supported by all Town operating areas to achieve operating efficiencies.

Property Revaluation \$100,000 Page 1

Property revaluation is mandated on a 5 year cycle. This process is effective October 2017 and again for the October 2022 Grand List. While this process does not involve infrastructure or major equipment, funding through the Capital Reserve Fund is appropriate under the CIP Criteria. A continuing allocation is contemplated for the October 2017 process and preparation for 2022.

Town Hall - Security \$100,000 Page 6

As described in previous years, Town Hall originally opened in early 1983 and much has changed over the past 35± years. Capital funding has allowed for a number of operating and customer service improvements within the original 4 walls of the building. Examples include reconfigured space for Town Clerk, Registrars, Human Resources, Planning, Physical Services, Accounting/Purchasing, and others. Renovations have made the Collector and Building Official workspace more efficient. Pending work includes reconfiguration of the Collector space to satisfy separation of duties (audit standards), improve security (independent security audit), relocation of the Town Hall mail room (audit/security), replace aging exterior doors (fire code) and other such ongoing care and maintenance.

The ongoing initiative is to improve customer service, operating efficiency, and care and maintenance of Town Hall within significant space limitations.

Energy Efficiency-Sustainability \$75,000 Page 4

Since 2007, energy consumption for Town facilities has declined by 19±%. The annual Capital appropriation has allowed Glastonbury to establish a statewide leadership role for energy efficiency and alternate energy

initiatives and successes. Examples include fully implemented energy audits, building retro-commissioning, solar PV systems, LED lighting, energy efficient HVAC, ongoing utility rebates and grants, and a host of other initiatives for Town buildings, fleet and systems. The continuing goal is to effectively implement new equipment and systems to achieve cost saving with a favorable payback on initial investment. For the coming year, initiatives include continued LED lighting, HVAC system efficiencies, solar PV and sustainability strategy.

Library

Library – Space Reconfiguration

\$200,000

Page 47

The project to reconfigure the Lending Desk and Quiet Study spaces is complete. This project was funded through Capital funding and donations by the Second Century Fund and Friends of Welles Turner. The overarching goal is to reconfigure space within Welles Turner to better respond to patron uses. For the coming year, the Young Adult section will be reconfigured to provide additional space, area for students to work cooperatively, and provide improved space for library patrons visiting the lower level of the library. Improvements are guided by the analysis completed in cooperation with TLB Architects.

NEW PROJECTS AND PROPOSALS

Physical Services

Old Maids Lane – Public Water

\$175,000

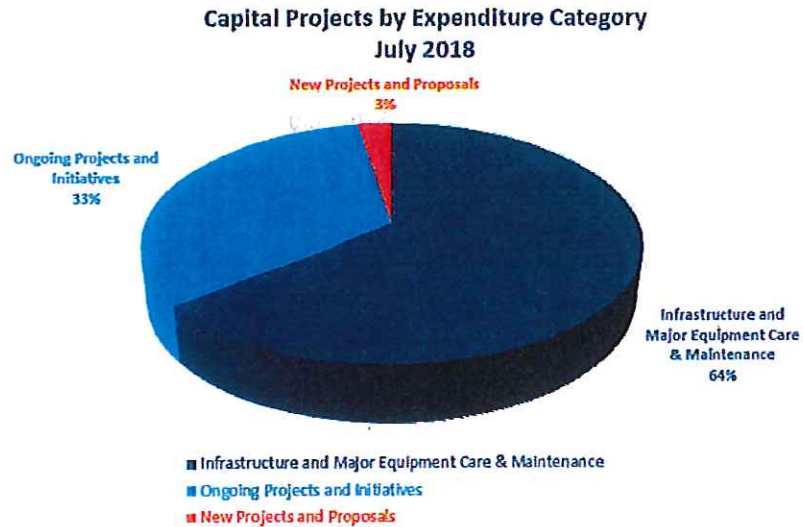
Page 21

The Agreement for Town purchase of the 16+ acre former Purtil property located off Old Maids Lane and adjacent to other town-owned land (including Bulky Waste) calls for installation of public water within 5 years of closing (March 2019). The project extends public water from Nayaug School westerly along Old Maids Lane. The budget is for material costs only. The Agreement for purchase of lands owned by MDC/PFL provides for design and installation by MDC or contractor. The water line makes water service available to residential properties immediately adjacent to the 16 acres, town-owned open space and the Bulky Waste facility.

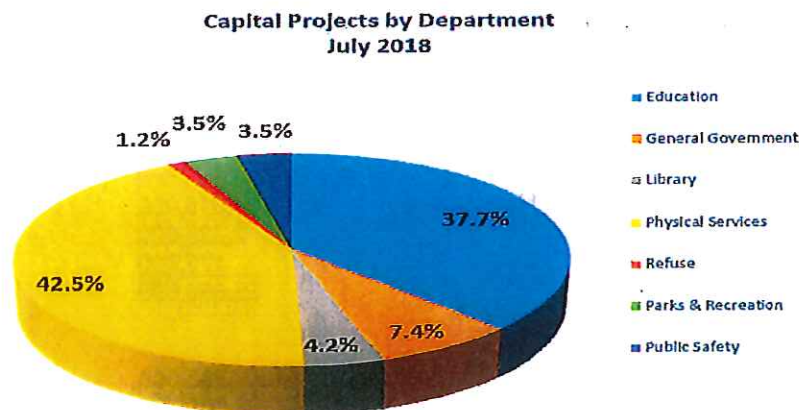
Estimated Capital Reserve funding effective July 1, 2018 for the 27 projects highlighted above is summarized and graphically depicted below:

Infrastructure and Equipment Care and Maintenance	\$4,515,000
Ongoing Projects and Initiatives	2,290,000
New Projects and Proposals	<u>175,000</u>
Subtotal	\$6,880,000
Deduct:	
Local Bridge Grant Program	\$ 280,000
Local Accident Reduction-Roundabout	565,000
Department of Agriculture	50,000
Multi-Purpose Trail	125,000
Capital Projects – State Grant	240,800
Available Capital Funding	<u>145,000</u>
Net Estimated Capital Reserve Funding	\$5,474,000

As shown below, 64±% of proposed Capital funding for the projects described above (before grants) is devoted to care and maintenance of existing infrastructure and over 97% for care of existing infrastructure/equipment and ongoing initiatives.



The following chart shows proposed Capital funding as allocated to major departments.



Note: Charts show allocations before grant offset.

Town Aid

The annual State Town Aid Road Grant typically combines with Capital funding for the annual Road Maintenance Program. Combined funding totals \$1.36± million in the current. Given State budget challenges, the Town Aid Grant is not budgeted and the Capital allocation increased proportionately. Legislative actions concerning the State Aid Grant will be closely followed over coming months.

Sewer Sinking Fund

There are 2 projects proposed for funding under the Sewer Sinking Fund.

Cider Mill Pump Station – The Cider Mill Pump Station started service in 1979 and has exceeded its useful life. Replacement was identified as a priority through the recent Master Sewer Plan. The station is no longer efficient or reliable. Design monies are appropriated in the current year with construction funding estimated at \$875,000 proposed for FY 2019.

Force Main Evaluations – Most of the town's sanitary sewer force main piping exceeds 50 years in age. This raises concerns for structural integrity. As recommended by the Master Sewer Plan, a condition assessment is recommended to establish a priority ranking for future replacement schedules. A budget of \$150,000 is contemplated.

REFERENDUM

There are several projects that will require bonding authorization at referendum to proceed. These projects have been discussed at previous meetings and include:

- Project to replace Grange Pool.
- Addition and renovations to Welles Turner Library.
- New space at the Riverfront Community Center.

Additional information can be presented on each. The Outdoor Swimming Pool is referenced in a prior page.

OTHER PROJECTS, COMMENTS AND CONSIDERATIONS

While funding is not proposed effective July 1, 2018, the following projects are noteworthy.

Hebron Avenue Reconstruction

This project is 100% grant funded and scheduled for the 2018 construction season. Available funding aligns with project estimates. Additional funding is not proposed.

Blackledge Falls – Dam

Design and permitting is in final stages with construction planned for spring 2018. The mitigation plan approved by DEEP and the Army Corps requires this work to achieve substantial completion by June 30, 2018. Project cost estimates are consistent with available funding.

Slocomb Dam

State DEEP has identified the dam along Roaring Brook at the town-owned former Slocomb property as needing significant repairs or removal. The Town commissioned an independent review by Weston & Sampson and has filed the appropriate documents with DEEP. Initial actions (lowering pond) as recommended by DEEP and Weston & Sampson are in place. Additional analysis will outline options for removal or restoration with related costs. Additional funding is not proposed.

Public Safety Communications

A \$3.1 million appropriation and bond authorization was approved at referendum in 2005 for major upgrades to the Public Safety communications system. The project was highly successful. After 12+ years of service, components are becoming outdated and no longer supported by the manufacturer. Changing technology will make it necessary to continually update the system.

Recently, 2 significant projects have been successfully completed.

- The Dispatch console was updated including the Spillman CAD/RMS system. This was achieved with State grant reimbursement totaling 80+% of project costs.
- Replacement of microwave links funded in the current year is underway.
- A comprehensive audit of the Public Safety communication system is nearing completion to identify long-term system needs, options and funding.

The independent analysis confirms system components are in excellent condition and a 2-3+ year future use is forecast before significant Capital needs. Technology continues to develop. A phased schedule will be developed to proactively replace system components.

Intersection Realignment

Property owners have proposed reconstruction of the Woodland Street, Matson Hill, Clark Hill Road intersection. Preliminary estimates indicate a contract cost of \$975,000 for this work. Future year funding is suggested to allow for design, geotechnical analysis and construction. Over the short term, sight lines have been improved along Clark Hill Road.

Streetlights

As presented previously, this is a process whereby the Town purchases streetlights from Eversource, retrofits with energy efficient LED fixtures, and assumes responsibility for care and maintenance. The Proforma indicates a break-even after 10± years. An initial Capital appropriation in the \$1± million range is estimated to achieve net annual operating cost savings. The analysis will be updated.

Other projects can be discussed as applicable over coming weeks.

CAPITAL FUNDING

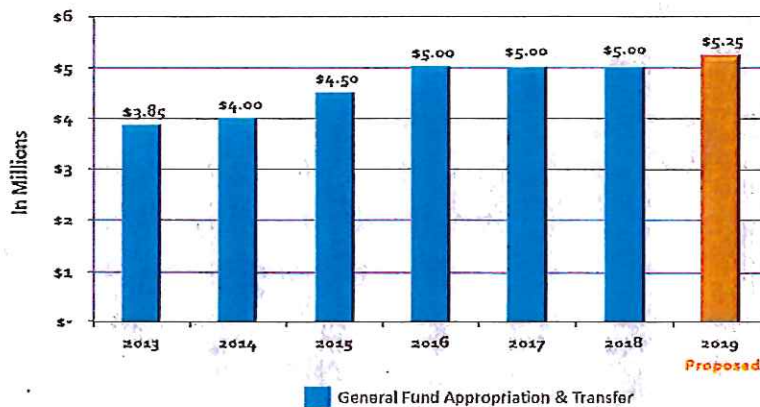
Projects approved under the Capital program are generally funded on a cash basis through the Capital Reserve Fund and bonding subject to approval at referendum. The annual budget includes an appropriation for Debt and Transfer. Debt Service represents principal and interest for previously authorized and issued Debt Service, and the Transfer is the annual appropriation to the Capital Reserve Fund for projects funded on a cash basis. Grants, community partnerships, and other funding sources can offset Capital costs.

Capital Reserve Fund

As shown below, the annual Appropriation and Transfer has totaled \$5 million for FY 2016 through 2018. For 2019, a \$250,000 increase, to \$5.25 million, is envisioned. This is consistent with the multi-year modeling developed last year and allocates decreases in Debt Service to the Capital Reserve Fund.

Capital Reserve Fund Transfer

6 YEAR HISTORY AND PROPOSED 2019



CIP Criteria calls for several factors to be reviewed when considering the annual Transfer and Appropriation to the Capital Reserve Fund. This includes annual depreciation for assets with a depreciation schedule of less than 50 years. For assets meeting this criteria, annual depreciation totals approximately \$7 million (excluding WWT). The combination of the Capital Transfer and Capital Outlay funding by Town and Education approximate the \$7 million threshold. Recent budget challenges have decreased Town Capital Outlay funding. For the current year, Capital Outlay was decreased \$250,000. This is not a favorable long-term trend and the goal is to return to previous funding levels to achieve the \$7+ million annual funding level. Additionally, a phased increase in the Capital Transfer is recommended, particularly given annual declines in Debt Service over coming years.

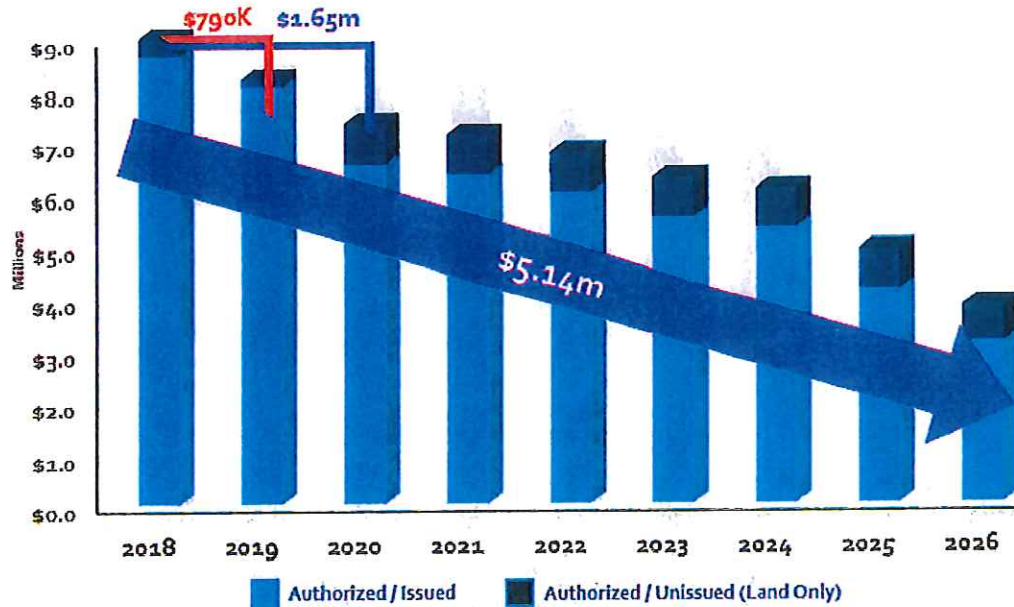
The net cost of projects recommended for FY 2019 totals \$5.474 million. This compares to projects totaling \$5.44 and \$5.285 million (net) for FY 2017 and 2016, respectively. The Capital Reserve Unassigned Fund Balance is estimated to meet and exceed the \$1 million threshold established pursuant to adopted CIP Criteria. As noted previously, Capital Reserve projections combined with declining Debt Service could provide the opportunity to fund larger Capital projects on a cash basis and accelerate reimbursement to the General Fund for the School Air-Conditioning project.

Debt Service

Glastonbury is well positioned with respect to annual Debt Service. This provides Glastonbury with options when considering pending Capital projects. The following chart illustrates the decrease in Debt Service principal and interest payments over coming years.

Debt Service Projected

* Excludes WWTF/CWF

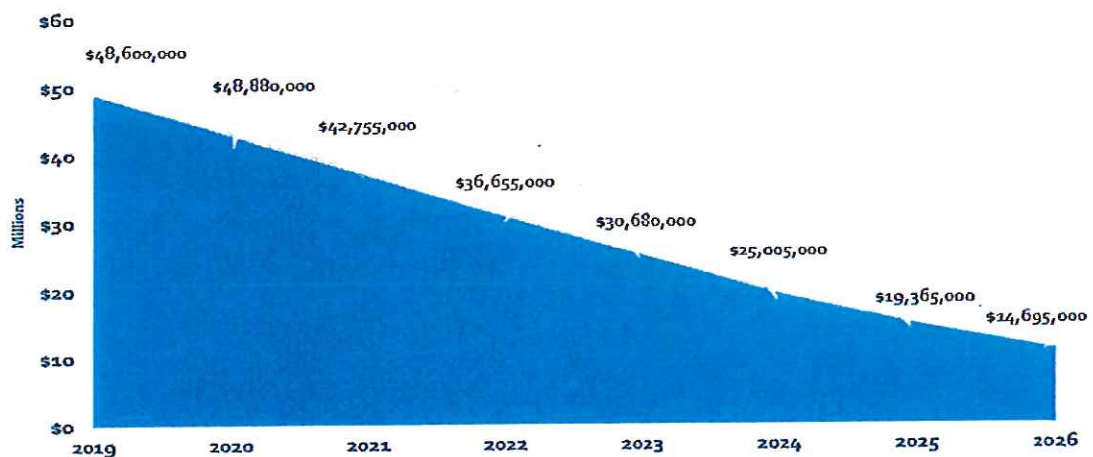


Note: Short term interest costs will influence annual Debt Service.

As annual principal and interest payments are made, outstanding Debt Principal is retired and declines from \$48.6 million to \$14.7 million over coming years. This is graphically shown below and includes authorized issued and unissued (land).

Outstanding Debt Principal

Includes authorized and unissued



The Town's CIP Criteria establishes guidelines and standards to effectively manage ongoing Debt Service. This includes the following:

- Ratio of net debt to the equalized full value (FV) Grand List shall not exceed 2.5%.
- Debt Service as percent of budgeted expenditures not to exceed 10%.

For FY 2018, net debt principal totals less than 1% of the FV Grand List and Debt Service as a percentage of budget is slightly less than 6%. Under the 2.5% formula, the net debt limit now totals approximately \$148.5 million.

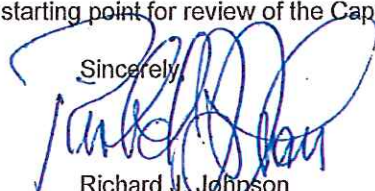
As confirmed above, Glastonbury's successful financial management provides favorable options to meet Capital requirements over coming years.

CAPITAL IMPROVEMENT SCHEDULE

After the January 18th CIP Workshop, the Capital Program will be reviewed by the Council and Board of Finance over coming months through final budget adoption in late March.

As in prior years, the annual CIP Workshop offers a good starting point for review of the Capital program.

Sincerely,



Richard J. Johnson
Town Manager

RJJ:yo

Cc: Board of Finance
Board of Education
Julie B. Twilley, Director of Finance & Administrative Services
Dr. Alan Bookman, Superintendent of Schools

**Capital Improvement Projects
Town Manager Project Recommendations
2018-2019**

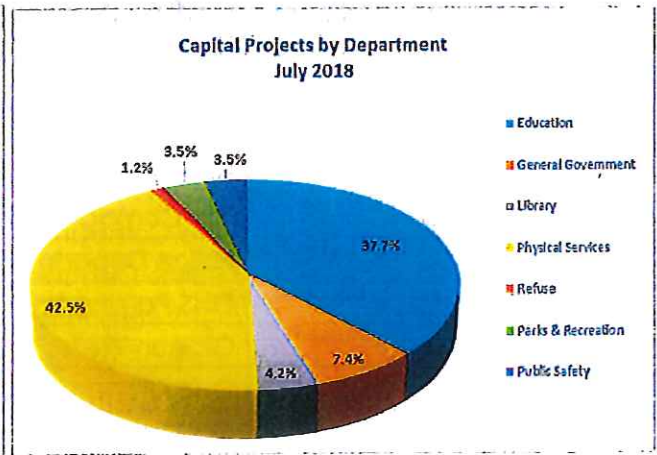
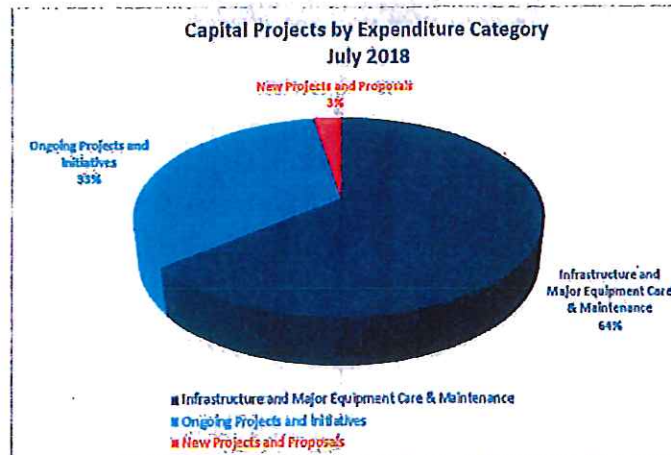
Infrastructure and Major Equipment Care & Maintenance		\$4,415,000
Physical Services	Road Overlay	\$1,400,000
	Bridge Replacement	\$350,000
	Parking & Access Drives	\$200,000
	Highway Division - Heavy Equipment	\$70,000
Public Safety	Fire Companies and Training Facility	\$200,000
	Police Department - Restrooms & Lockers	\$40,000
Education	GHS Parking and Access Drives	\$365,000
	Gideon Welles School - Heating & Cooling	\$850,000
	GHS Kitchen - Code Compliance	\$250,000
	GHS Field House	\$80,000
	School Roofs	\$50,000
Parks & Recreation	Park Maintenance Facility	\$150,000
	Grange Pool	\$50,000
	JB Williams Park	\$40,000
Library	Exterior Building Maintenance	\$90,000
Refuse	Bulky Waste Scale	\$80,000
General Government	Town Buildings - Roofs	\$150,000
Ongoing Projects and Initiatives		\$2,290,000
Physical Services	Roundabout	\$565,000
	Multi-Use Trail System	\$125,000
	Sidewalk Construction	\$40,000
Education	Elementary School Air-Conditioning	\$1,000,000
General Government	Document Management System	\$85,000
	Property Revaluation	\$100,000
	Town Hall - Building Security	\$100,000
	Energy Efficiency and Sustainability	\$75,000
Library	Interior Space Reconfiguration	\$200,000
New Projects and Proposals		\$175,000
Physical Services	Old Maids Lane - Public Water	\$175,000
Subtotal		\$6,880,000
Less Grants & Capital Funding		\$1,406,000
Net Subtotal		\$5,474,000

CIP Criteria Referendum Threshold - \$3.15 million.

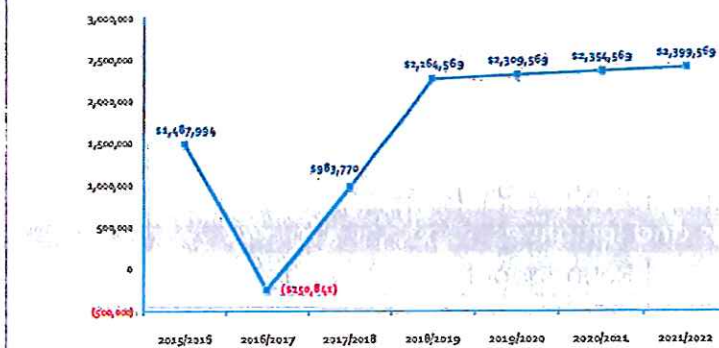
Value of Mill - 2016GL

- RE/PP - \$3.67 million
- MV - \$300,000

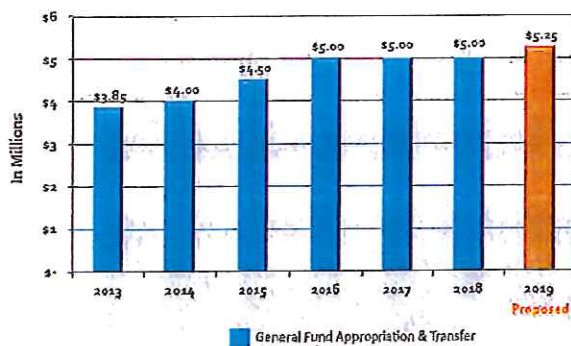
Figures:



Capital Reserve Fund- Unassigned Fund Balance

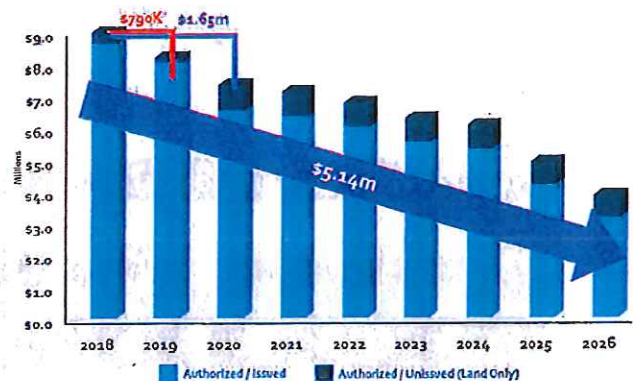


Capital Reserve Fund Transfer 6 YEAR HISTORY AND PROPOSED 2019



Debt Service Projected

* Excludes WWTF/CWF





Town of Glastonbury

2155 MAIN STREET • P.O. BOX 6523 • GLASTONBURY, CT 06033-6523 • (860) 652-7500
FAX (860) 652-7505

Richard J. Johnson
Town Manager

January 19, 2018

The Glastonbury Town Council
2155 Main Street
Glastonbury, CT 06033

Re: Town Manager's Report

Dear Council Members:

The following will keep you up-to-date on various topics.

a. **Communications Tower Woodland Street**

Per discussion at the January 9th meeting, I offered testimony at the public hearing held by the Siting Council on Thursday, January 11th. The two topics presented to the Siting Council and applicant included the request for a mono-pine structure and the opportunity to place public safety communications system on the tower at no cost to the Town. The Chair of the Siting Council asked the applicant to provide options to the Town for the mono-pole installation and I was asked to provide detailed specifications to the applicant concerning public safety equipment. This is in progress.

b. **Elementary School Air Conditioning**

At its meeting of Thursday, January 18, 2018, the Board of Finance approved a \$2M transfer and appropriation from the General Fund-Unassigned Fund Balance for the elementary school air conditioning project. This action requires the transfer/appropriation to be reimbursed to the General Fund not later than FY2020. A Council public hearing and action on the transfer/appropriation is scheduled for the February 13, 2018 meeting.

c. **Robotic Mower**

Glastonbury Partners-In Planting [GPIP] was recently awarded a grant from the Sestero Fund through the Hartford Foundation for Public Giving. The \$17,500 grant enables GPIP to purchase and have four robotic lawn mowers installed in courtyards at Buttonball, Smith, GHS and Eastbury Schools. The grant also funds the replacement of four diseased trees in the Smith School courtyard. Previous experience with robotic mowers has been very positive and this is an ideal use for school courtyards. Congratulations go to GPIP with thanks to the Sestero Fund.

Sincerely,

Richard J. Johnson
Town Manager

RJJ/sal

**GLASTONBURY TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JANUARY 9, 2018**

The Glastonbury Town Council with Town Manager, Richard J. Johnson, in attendance, held a Regular Meeting at 7:00 p.m. at the Council Chambers of Town Hall, 2155 Main Street, Glastonbury, Connecticut.

1. Roll Call

Council Members

Mr. Thomas P. Gullotta, Chairman
Mrs. Jill Barry, Vice Chairman
Dr. Stewart Beckett III
Ms. Deborah A. Carroll
Mr. Kurt P. Cavanaugh
Ms. Mary LaChance
Mr. Lawrence Niland
Mr. George P. Norman
Mr. Whit C. Osgood

1. Roll Call.

(a) Pledge of Allegiance.

Led by Mr. Norman

Chairman Gullotta held a moment of silence in remembrance of former Councilman and Chairman, Bill Constantine.

2. Public Comment.

Ms. Candice Maningas of 202 Indian Hill Trail expressed hope to be on a future agenda and spoke to the research they are conducting on town energy usage as well as a regional event where towns complete tasks for grant money. She expressed hope to see town officials and staff at the event on January 16, 2018, but indicated she would be back to share details. Chairman Gullotta thanked her for her interest in the town.

3. Special Reports.

None

4. Old Business.

(a) Discussion concerning proposed communication tower – 63 Woodland Street.

Mr. Johnson reviewed his memo on the subject to the Council dated January 5, 2018, noting the upcoming hearings and balloon float for the communications tower at Woodland Street. He emphasized that it can be seen from the Matson Hill Open Space and other properties on Matson Hill. He suggested it could be evaluated for public safety to increase coverage at trouble spots at Grange and Clark Hill at no cost and they could seek the ability to locate it as well as consider some effort to disguise the tower if it works. Mr. Osgood circulated pictures of a pole that looked like a pine tree and also suggested that the antennas within the monopole might work as well. Chairman Gullotta noted that there was a pole in another Connecticut town with a flag that may be acceptable.

Motion By: Dr. Beckett

Seconded By: Mr. Niland

BE IT RESOLVED, that the Glastonbury Town Council hereby seeks the evaluation of the proposed cell tower on Woodland Street for public safety at no cost, the ability to locate the tower on the site for minimum impact to the surrounding properties and for the town to be able to choose a stealth tower, specifically a faux pine tree or antennas within the monopole, to further minimize the visual impact.

Result: Motion passes {9-0-0}

(b) Follow-up report on LINKS Program – Special Revenue Fund (tabled at December 5, 2017 meeting).

Motion By: Dr. Beckett

Seconded By: Mr. Niland

BE IT RESOLVED, that the Glastonbury Town Council hereby removes from the table for discussion, the action to establish a special revenue fund for the LINKS program.

Result: Motion passes {9-0-0}

Mr. Johnson reviewed his memo on the subject to the Council dated January 5, 2018, saying that having spoken to the town auditor, the special revenue fund was not the way to go. He continued saying that the superintendent discussed it with the Board of Education which favorably approved a plan to include a separate page within the Board of Education budget similar to magnet school and special education revenues. Dr. Beckett said he went to the Board of Education meeting and liked the idea of the LINKS Program but felt that they should be able to see documentation of where the money goes.

Mr. Cavanaugh questioned why a special revenue fund couldn't be used to document revenues and expenses for the program to increase transparency. Superintendent Dr. Alan Bookman said that they want to maximize transparency but also want to ensure it is legal. He continued to say that they intend to apply funds to long range projects that cross fiscal years like the roof or boiler and thus would be using the 1% allowable carryover for that. Mr. Cavanaugh confirmed with

Dr. Bookman it would be in the budget book and asked if they could get a quarterly report similar to what they get for the boathouse. Mr. Johnson said they could and then added that LINKS is also supported by the General Fund and it was a recommendation of the auditors not to handle it via a Special Revenue Fund. Mr. Cavanaugh said he would like to get a quarterly report on LINKS.

Mr. Osgood questioned if there would be a page showing what the LINKS program cost. Dr. Bookman said that the students are mixed between in and out of district and it's unlikely they would need an entire teacher but if they needed a para, it would be charged back to the student's district. Mr. Osgood said it was important to understand the cost of the program so they can understand the cost versus benefit. Mr. Norman said he had similar concerns. He continued saying that LINKS is good for the town and for the area but they should strive for the best accounting of revenues versus expenses. Dr. Bookman said that they would be providing the information to the Board of Education so they will share it with the Council as well.

Mrs. Barry said that these are valid concerns saying that the issue is that it is difficult to isolate the costs between Glastonbury and out of district students. Ms. LaChance asked if staffing was stable even if students moved in and out. Dr. Bookman said that the PPT Meeting is what determines how a need is met. Dr. Beckett said he speculated there were incremental costs with taking on out of district students and charged the Superintendent and Board of Education with working hard to determine those costs. Chairman Gullotta agreed that he would like the Board of Education to share the information of the expenses of the program with the Town Council. He noted that if a teacher load is 5 and there are 3 students from Glastonbury, the teacher is not being used to full capacity where adding 2 students would offer revenue for the town. He echoed the benefit to help all understand the revenues and expenses associated.

5. New Business.

(a) Discussion and possible action concerning supplemental appropriation for elementary school air-conditioning (refer to Board of Finance; set public hearing).

Mr. Johnson reviewed his memo on the subject to the Council dated January 5, 2018, noting that the figure of \$2.7M is a result of the design work and is ready for bid. He added that he hoped that the bid and actual costs come in under that figure. He noted that this is a significant off-cycle expenditure and suggested they could consider having the capital program reimburse this over the course of a couple of years. Ms. Carroll asked about installation of the units in the center of the classroom. Mr. Johnson explained that center placement allows for better functioning with the consultant Lucien Dragulski from Bemis adding that it costs just under

\$1K/unit to install in the ceiling in the center of the room. Ms. Carroll noted it was a balance of benefit versus cost.

Mr. Norman asked about the change in the unit costs and Mr. Johnson emphasized that previous estimates were very preliminary. Mr. Cavanaugh asked about the guarantee of the Superintendent and Board of Education that the project could be done for \$1.6M and now with \$.6M spent, the cost is estimated to be \$2.1M more. Dr. Bookman said that he hoped he didn't use the word guarantee rather that if it was over \$1.6M, they would use their own labor. Mr. Cavanaugh stated that Chairman Gullotta had even confirmed specifically that if the cost was determined to be more, the Board of Education would not come back to the Council seeking additional funding. Dr. Bookman said that they still hope it will come in less through the bid.

Mr. Cavanaugh asked how they should plan to have the CIP repay the general fund and if they should include the \$600. Mr. Johnson said that the latter makes little difference since it came through the Capital Reserve Fund. Ms. Carroll asked if the bid would be by school or for the entire project. Mr. Johnson said that they need to discuss how it will be packaged including the ability to deduct for work done in-house. Mr. Niland questioned how many units could be installed in-house. Dr. Bookman said that it would take longer to fit it into their other work and they would do as many as they could. Mr. Osgood noted that at the previous Council table, a motion to fund \$1.6M and allow the Board of Education pick up any added expenses was defeated adding that this speaks to following the established process to get reliable budget numbers.

Motion By: Mr. Niland **Seconded By:** Dr. Beckett
BE IT RESOLVED, that the Glastonbury Town Council hereby refers to the Board of Finance the request for a \$2 million transfer and appropriation from the General Fund-Unassigned Fund Balance to Capital Project-Elementary School Air-Conditioning, for a funding report and recommendation, and schedules a public hearing for 8:00 p.m. on Tuesday, February 13, 2018 in the Council Chamber of Town Hall, 2155 Main Street, Glastonbury, to consider the proposed transfer and appropriation, as described in a report by the Town Manager dated January 5, 2018.

Disc: A discussion ensued about specifying repayment and the time period to repay.

Amendment By: Mr. Osgood **Seconded By:** Dr. Beckett
BE IT RESOLVED, that the Glastonbury Town Council hereby amends the motion on the floor specifying that the General Fund Undesignated Fund Balance must be reimbursed by the Capital Improvement Program or other sources over a period of time not to exceed 3 years.

Disc: Mr. Osgood and Chairman Gullotta expressed support. Dr. Beckett expressed support adding that if there is a disaster, the Council can revisit but felt it made sense to put the time frame.

Result: Motion amended by a unanimous vote. {9-0-0}

Disc: Mr. Norman said that former Councilman Byar had motioned for \$2.7M and a lot was said in the fall indicating he would like to have heard some acknowledgment that the process they had endeavored to pursue could have gotten the Council to this point.

Result: Amended motion passes {9-0-0}

- (b) **Action on proposed land acquisition (refer to Town Plan & Zoning and Board of Finance; set public hearing).** **Not discussed**

6. **Consent Calendar.** **None**

7. **Town Manager's Report.**

Mr. Johnson briefly reviewed his report to the Council dated January 5, 2018, noting his expense report and the need to appoint two Members to the audit exit. Chairman Gullotta appointed Council Members Mr. Norman and Mrs. Barry to the Exit Audit. Mr. Johnson also said that there has been news coverage across the state about supplemental tax bills although Glastonbury is not doing that. He informed the Council about the plan for handling the coming holidays based on where they fall on the calendar. Chairman Gullotta confirmed with his colleagues that there was no objection to handling the holidays.

Mr. Johnson said they just received notice they were one of four communities who received a grant for favorable results regarding employee loss. Mrs. Barry asked who was Police Officer of the Year to which Mr. Johnson replied saying Lieutenant Catania. Mr. Cavanaugh asked Mr. Johnson to follow up with Plan B who continues to leave things like trash out by their New London Turnpike doorway. He also asked about the Health Care Reserve budget. Mr. Johnson said that they had gotten incorrect information which they relied on to set premiums and have now adjusted to better balance the reserve. Chairman Gullotta stated that he would like to see the CIP discussion taped and aired over cable.

Motion By: Dr. Beckett **Seconded By:** Mr. Niland
BE IT RESOLVED, that the Glastonbury Town Council hereby acknowledges receipt of the quarterly expense report from the Town Manager dated October through December, 2017.
Result: Motion passes {9-0-0}

8. Committee Reports.

(a) Chairman's Report.

Chairman Gullotta said that he and Dr. Beckett attended a Town Center Initiative meeting where they discussed creative ideas to tackle the lack of parking. He also noted that there are some questions about Academy School.

(b) Metropolitan District Commission.

Mr. Osgood said that the MDC is a large organization grappling with how to approach replacement of old infrastructure.

(c) CRCOG Policy Committee.

Dr. Beckett said there was nothing new from CRCOG since the last update.

Motion By: Mr. Niland

Seconded By: Mr. Osgood

BE IT RESOLVED, that the Glastonbury Town Council hereby recognizes the service of former Council Members Ms. Boisvert, Mrs. Keefe, Mr. Finn and Mr. Byar.

Result: Motion passes {9-0-0}

9. Communications.

None

10. Minutes

(a) Minutes of December 5, 2017 Regular Meeting.

Motion By: Mr. Niland

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the Minutes of December 5, 2017, Regular Meeting with the following corrections:

Item #5a, "BE IT FURTHER RESOLVED, that the adopted Board of Education and Town budgets for 2017-2018 be increased by a total of \$1,712,575-\$1,212,575 and \$500,000

respectively, to be fully offset by the Education Cost Sharing and Municipal Stabilization grant funding received by the Town by the date of this action.”

Item #8E, strike “Chip Beckett” and replace with “George Norman”

Result: Motion passes {9-0-0}

11. Appointments and Resignations.

- (a) **Re-appointment of Robert J. Zanolungo to the Board of Assessment Appeals (D-2021).**
- (b) **Resignation of H. James Boice from the Recreation Commission (D-2021).**
- (c) **Appointment of John Langmaid to the Recreation Commission to fill the unexpired term of H. James Boice (D-2021).**

Motion By: Mr. Niland

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby approves the re-appointment of Robert J. Zanolungo to the Board of Assessment Appeals (D-2021), accepts the resignation of H. James Boice from the Recreation Commission (D-2021) and approves the appointment of John Langmaid to the Recreation Commission to fill the unexpired term of H. James Boice (D-2021).

Result: Motion passes {9-0-0}

12. Executive Session.

- (a) **Potential land acquisition.**
- (b) **Pending litigation – Riverfront Park.**

Motion By: Mr. Niland

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby enters into executive session at 8:20pm for the purpose of discussing a potential land acquisition and pending litigation – Riverfront Park.

Result: Motion passes unanimously {9-0-0}.

Present for the Executive Session are council members, Mr. Thomas P. Gullotta, Chairman, Mrs. Jill Barry, Vice Chairman, Dr. Stewart Beckett III, Ms. Deborah A. Carroll, Mr. Kurt P. Cavanaugh, Ms. Mary LaChance, Mr. Lawrence Niland, Mr. George P. Norman and Mr. Whit C. Osgood as well as Richard J. Johnson, Town Manager.

Motion By: Mr. Niland

Seconded By: Dr. Beckett

BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their regular meeting of January 9, 2018, at 8:45 pm.

Result: Motion passes unanimously {9-0-0}.

13. Adjournment

Motion By: Mr. Niland

Seconded By: Dr. Beckett


BE IT RESOLVED, that the Glastonbury Town Council hereby adjourns their regular meeting of January 9, 2018, at 8:46 pm.

Result: Motion passes unanimously {9-0-0}.

Respectfully submitted,

Kimberly Meanix Miller

Kimberly Meanix Miller
Recording Clerk


Thomas Gullotta
Chairman



RECEIVED
2018 JAN 17 PM 3:54
TOWN MANAGER

**TOWN OF GLASTONBURY
NOTICE OF APPOINTMENT**

Joyce P. Mascena
Town Clerk
2155 Main Street
Glastonbury, CT 06033

Date: Jan. 17 '18

This is to certify that the Glastonbury Town Council, at its meeting on _____
(Date)

appointed Nancy Thomas
(Name)

3 Arrowhead Drive telephone: 860-633-1759
(Address)

to the Ethics
(Board, Commission, Committee)

This appointment was made to fill the vacancy left by: Brooke Oppenheimer
(Name)

737 Matsen Hill Road South Glast.
(Address)

☐

Renomination of present appointment

☒

New appointment as an Alternate. Had been a regular member

Term of office: From 2017 To 2021

Political affiliation: U

All members of any public agency must be sworn in by the Town Clerk or her assistant. This includes newly elected and appointed members, as well as any member reappointed or re-elected.

Signed:

Janet Stearns for Rob Lynn
Town Committee Chair

Signed:

Council Clerk

4 yr.
term

**TOWN OF GLASTONBURY
NOTICE OF APPOINTMENT**

Joyce P. Mascena
Town Clerk
2155 Main Street
Glastonbury, CT 06033

Date: 1-19-18

RECEIVED
2018 JAN 19 PM 2:48

This is to certify that the Glastonbury Town Council, at its meeting on _____
(Date)

appointed Forbes S. Warren
(Name)

88 Goodrich Road telephone: 633-3982
(Address)

to the Board of Assessment Appeals
(Board, Commission, Committee)

This appointment was made to fill the vacancy left by: George Norman
(Name)

328 Wein Street
(Address)

☐

Renomination of present appointment

☒

New appointment

Term of office: From 2017 To 2019

Political affiliation: R

All members of any public agency must be sworn in by the Town Clerk or her assistant. This includes newly elected and appointed members, as well as any member reappointed or re-elected.

Signed:

Janeth Stearns for Rot Lynn
Town Committee Chair

Signed:

Council Clerk